

# **Workforce Partnership of Greater RI**

## **Executive Committee Meeting**

**March 4, 2014**

**Present: Gip Cabral, Lauren Slocum, Paul Harden, Paul Ouellette, Robin Ann Smith, Steve Kitchin**

**Absent: Joe Oakes**

**WPGRI Staff: Kara Aniballi, Sharon Geoffrey, Nancy Olson, Carlos Ribeiro, Diane Vendetti**

### **Welcome/Call to Order**

**Chair Steven Kitchin called the meeting to order at 8:01 a.m. and requested the Committee review the minutes from February 4, 2014 meeting.**

**Vote: Paul Harden made a motion to approve the minutes as submitted. Paul Ouellette seconded the motion. The motion passed unanimously.**

### **Chairman's Report**

**Chair Kitchin stated he met with Executive Director Nancy Olson on February 12, 2014 to discuss policy issues. Chair Kitchin then informed the Committee he met with Workforce Solutions Chair Janet Raymond, Administrator Bob Ricci, and Nancy Olson for their**

**Quarterly meeting. The purpose of this meeting was to discuss impending legislation.**

**Chair Kitchen informed the Committee that he, Vice Chair Paul Ouellette and Nancy Olson will be traveling to Washington D.C. March 29 through April 2, for the 2014 Annual National Association of Workforce Board Conference. Chair Kitchen stated meetings have been scheduled with the RI Delegation to discuss workforce initiatives.**

### **Executive Director's Report**

**Executive Director Nancy Olson stated the Senior Monitor and Evaluation Specialist position has been approved by the Hiring Committee and will be posted within 30 days. Nancy advised the Committee the link to WPGRI's new website will be emailed to the Board for one last final review before it is presented at the Tuesday, March 11, 2014 Board meeting. Nancy also stated at the March 11, 2014 Board meeting Julie O'Connell, Business Service Specialist, will be giving a 15 minute presentation on the programs the Business Workforce Center offers.**

**Nancy informed the Committee that WPGRI, WSPC and Tech Collective are collaborating to work on an H1-B grant proposal. The application is due in June.**

**PY12 ITA & OJT Outcome Report/February Dashboard**

**Diane Vendetti gave the performance report of both ITA's and OJT's. The Committee suggested utilizing WPGRI's new website to promote new employers whom are utilizing the OJT program to encourage prospective employers to participate in the program. The Committee also suggested WPGRI staff give industry specific presentations to spark interest in the OJT program.**

#### **FY14-15 Strategies Tracking Document**

**Nancy Olson stated not much has been done to this document since the previous meeting. Nancy suggested to the Committee to incorporate this document in each Committee's monthly meeting to help guide the progress of this document.**

#### **Finance Report/Budget**

**Chair of the Finance Committee, Lauren Slocum, stated the Finance Committee met and voted on moving \$150,000 of Adult carryout funds into training funds and \$125,000 of Dislocated Worker carryout funds into training funds.**

**Vote: Lauren Slocum made a motion to move \$150,000 of Adult carryout funds into training funds. Paul Harden seconded the motion. The motion passed unanimously.**

**Vote: Lauren Slocum made a motion to move \$125,000 of Dislocated Worker carryout funds into training funds. Paul Harden seconded the motion. The motion passed unanimously.**

## **Committee Reports**

### **Board Development/Marketing Task Force**

**Chair Paul Ouellette stated the Committee met on February 28, 2014. He stated Dean Patterson, Roger LaFlamme and Jason Menard have been approved by the Governor and will be attending March 11, 2014 Board of Directors meeting.**

**The next Board Development meeting is scheduled for March 28, 2014.**

### **Quality Assurance**

**In Chair Joe Oakes absence, Nancy Olson stated she will be working with Joe to set up the annual one-stop monitoring visits.**

**The next Quality Assurance Committee is scheduled for March 25, 2014.**

### **Strategic Development Committee**

**Chair Paul Harden stated he was not able to secure a quorum for February's meeting and the next Strategic Development meeting is scheduled for March 21, 2014.**

### **Youth Council**

**Gip Cabral stated he will be requesting readers for the Summer Youth Employment program at March, 11, 2014 Board of Directors meeting.**

**The next Youth Council is scheduled for March 13, 2014.**

### **Finance Committee**

**Chair Lauren Slocum stated there was no further business to be discussed.**

**The next Finance Committee meeting is scheduled for May 29, 2014.**

### **Adjournment**

**At 9:29 a.m. Chair Kitchin requested a motion to adjourn the meeting.**

**Vote: Robin Ann Smith made a motion to adjourn the meeting at 9:29 a.m. Lauren Slocum seconded the motion. The motion passed unanimously.**

**Respectfully submitted,**

**Kara Aniballi**